

**EFFECTIVE**

March 1, 2020.

**Subject(s)****Administrative Policy Security (APS) 1250-04, Employee  
Background Check Policy and Procedure****New Employees/Contractors**

MDHHS conducts a background investigation on all candidates, contractors, and sub-contractors who may have access to FTI and/or FID that includes FTI as part of their job duties using Internet Criminal History Access Tool (ICHAT). The background investigation also includes fingerprinting, as required by IRS, based on the position and risk designation noted in the position description associated with the position. Upon request of the hiring manager and/or senior leadership, the Office of Human Resources may conduct an additional review of background investigation results. MDHHS will ensure a reinvestigation is conducted within 10 years of the previous background investigation by enrolling employees in Next Generation Identification (NGI) Rap Back Service for the duration of their employment in a position with access to FTI and/or FID that includes FTI.

**Existing Employees/Contractors**

MDHHS conducts an FBI fingerprinting background check, as required by the IRS, based on the position and risk designation associated with the position. MDHHS ensures a reinvestigation is conducted within 10 years of the previous background investigation by enrolling employees in Next Generation Identification (NGI) Rap Back Service for the duration of their employment in a position with access to FTI and/or FID that includes FTI.

*Reason:* New policy item.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APS 1250-04](#)